

Attention Electronic Filers:

The Western District of Louisiana accepts credit cards via the U. S. Department of Treasury's Internet credit card payment module (pay.gov) on all filings requiring payment:

Civil	Criminal
Initial Pleadings and Service: Application for writ of garnishment Complaint Notice of removal Petition for writ of habeas corpus	Appeal Documents: Appeal of Magistrate Judge Decision to District Court Notice of Appeal - Interlocutory Notice of Appeal - Final Judgment Notice of Appeal - Conditions of Release
Appeal Documents: Notice of Appeal Notice of Interlocutory Appeal Notice of Cross Appeal	Motions: Motion to appear pro hac vice
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CM/ECF has two credit card components: online payment and reviewing history of payments.

Internet credit card payment

While filing the items above, the user is prompted for method of payment. If payment via credit card/bank account debit (ACH) is selected, the filer is automatically directed to the internet payment program, pay.gov. Once the payment portion is successful, users return to CM/ECF for completion of the filing.

Step 1: Payment Information Screen: The user will be prompted with online payment options of either 1) Bank Account Debit (ACH) or 2) Plastic Card (PC) (ex: Visa, Mastercard, American Express, Diners Club, Discover).

Option 1: Bank Account Debit (ACH)

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Diners Club, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Account Type: *

Routing Number: *

Account Number: *

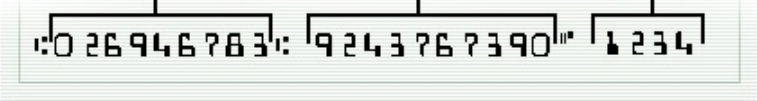
Confirm Account Number: *

Check Number:

Routing Number

Account Number

Check Number



Payment Date: 09/24/2009

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay via plastic card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$25.00

Billing Address: *






Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: United States

Card Type: *     

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Fields marked with an asterisk (*) are required fields. The account holder's name, first address line, and zip code default to values contained in CM/ECF but may be changed. Changing the information on this screen does not change the filer's information with the court.
- The payment amount is populated with the fee required for the filing.
- Visa, Master Card, American Express, Diners Club, and Discover are accepted.
- Do not use hyphens or spaces in the card number field.
- The Security Code field is a 3-digit number located on the back side of most cards. It usually appears at the end of the card number.
- Click on the "Continue with Plastic Card Payment" button.

Step 2: Authorize Payment Screen

ECF			Civil	Criminal	Query	Reports	Util
Online Payment		Return to your originating application					
Step 2: Authorize Payment		1 2					
Payment Summary Edit this information							
Address Information	Account Information	Payment Information					
Account Holder Name: t dunfordaty	Card Type: Discover	Payment Amount: \$25.00					
Billing Address: 300 Fannin St.	Card Number: *****1111	Transaction Date: 12/27/2005 14:44					
Billing Address 2:	Expiration Date: 9 / 2015	and Time: EST					
City: Shreveport							
State / Province: LA							
Zip / Postal Code: 71101							
Country: USA							
Email Confirmation Receipt							
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.							
Email Address:							
Confirm Email Address:							
Authorization and Disclosure							
Required fields are indicated with a red asterisk *							
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input type="checkbox"/> *							
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.							
		<input type="button" value="Submit Payment"/>		<input type="button" value="Cancel"/>			
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.							

- Pressing the "Submit Payment" button more than once may result in multiple charges to the credit card account.
- Review all address, account, and payment information for accuracy.
- A valid e-mail address must be entered to receive a transaction receipt for reconciliation with credit card statements.
- The authorization box must be checked for the transaction to complete.
- Clicking the "Submit Payment" button returns the filer to CM/ECF for completion of the filing.
- If the payment portion of the transaction executes and a valid e-mail address is entered, a receipt will be sent to the user's e-mail account confirming the charge to the card.

Upon successful completion of the filing in CM/ECF, the Final text as well as the Notice of Electronic Filing (NEF) will contain the fee amount and receipt number. A sample notice appears below:

Notice of Electronic Filing

The following transaction was received from dunfordaty, t entered on 12/16/2005 at 2:18 PM CST :

Case Name: Marshall v. Shelter Mut Ins Co, et al
Case Number: 5:04-cv-1
Filer: John Doe
WARNING: CASE CLOSED on 12/14/2004
Document Number: 30

Docket Text:
NOTICE OF APPEAL as to [22] Judgment by John Doe. Filing fee: \$ 255, receipt number 31303.
Order Form. (dunfordaty, t)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a

Reviewing Internet Payment History

To review charges made in CM/ECF for a user, click on “Utilities” on the blue menu. Click on “Internet Payment History” and enter the desired date range. A sample report appears below:

Date Paid	Description	Payment Method	Receipt #	Amount
2005-11-21 10:55:08	Notice of Appeal - Interlocutory(1:04-cr-10018-DDD-JDK) [appeal-cr iapp] (255.00)	credit card	30848	\$ 255.00
2005-12-13 14:48:57	Notice of Appeal - Final Judgment(1:04-cr-10001-DDD-JDK) [appeal-cr ntcapp] (255.00)	credit card	31175	\$ 255.00

Error screens

If processing of a payment is unsuccessful, an error screen will appear. PRINT THIS ERROR SCREEN or write down the complete message and call 866-323-1101 for assistance.

Run an Internet Payment History report (see instructions above) to review completed payments if uncertain whether a payment successfully completed.

If a filing error is made after the payment process is complete, (i.e. after pressing "Submit Payment,") and then aborting the transaction, call the Help desk (1-866-323-1101) during business hours for assistance in obtaining a refund.